

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

February 29, 2012

SUBJECT: REPORTING NARCOTIC ACTIVITY - REVISED; AND
DISTRIBUTION, RETENTION, AND PROCESSING OF THE
NARCOTICS REPORT, FORM 03.19.00 - REVISED

PURPOSE: This Order revises the distribution, retention, and processing of the Narcotics, Form 03.19.00. This Order also amends Department Manual Section 4/258.17, *Reporting Narcotic Activity*, and outlines the appropriate Department entities and their responsibilities regarding the processing of the completed Narcotics Report.

PROCEDURE: Attached is the revised Department Manual Section for *Reporting Narcotic Activity* regarding responsibilities for the reporting distribution and retention of the Narcotics Report, with revisions indicated in italics. The revised Narcotics Report is also attached, with revisions in italics.

FORM AVAILABILITY: The Narcotics Report, Form 03.19.00, is available via LAPD E-Forms on the Department's Local Area Network.

AMENDMENT: This Order amends Section 4/258.17 of the Department Manual, and the "Form Use" link applicable to the Narcotics Report in LAPD E-Forms has been updated.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 4, 2012**

258.17 REPORTING NARCOTIC ACTIVITY. The Form 03.19.00 shall be used to report narcotic conditions, except when an arrest is made at the time of violation. The Form 03.19.00 shall include all known information relative to suspects, locations, types of activities, and methods of operation.

Note: When narcotics and vice activities are complained of at the same location, the Narcotics Report, Form 03.19.00, shall be completed and the vice activity shall be included in the narrative portion of the report. The narcotics activity shall be investigated by narcotics investigating officers; if the vice condition continues to exist at the conclusion of the narcotics investigation, the concerned investigating officer shall complete a Vice Report, Form 03.18.00, including the vice information. A vice DR number shall be obtained and the Form 03.18.00 distributed in the appropriate manner.

SUPERVISOR'S RESPONSIBILITIES – 03.19.00 INTAKE. The supervisor reviewing the Narcotics Report shall review it for completeness prior to approving the report.

When the investigation would be beyond the resources of the concerned Area Patrol Division and the reporting officer completes a Narcotics Report, rather than a call for service the supervisor reviewing the Narcotics Report shall:

- Review the circumstances of the narcotics activity;
- Determine if the narcotics activity should be investigated by the concerned Area Narcotics Enforcement Detail (NED);
- Ensure that the Brief Description of Complaint section of the form is completed. Include the reason why a Narcotics Report was initiated;
- Immediately forward the original Narcotics Report to Investigative Support Detail (ISD); and,
- Forward a copy of the Narcotics Report to the *Gang Impact Team (GIT) Officer in Charge (OIC)* of the concerned Area.

AREA COMMANDING OFFICER'S RESPONSIBILITY. The Area commanding officer shall ensure that each Narcotics Report assigned to their Area is investigated, tracked and closed-out as outlined in Form Use link, Form 5/03.19.00, in the LAPD E-Forms.

GANG AND NARCOTICS DIVISION'S RESPONSIBILITIES. Investigative Support Detail, *Gang and Narcotics Division*, is the Department entity responsible for the review, distribution, and tracking of Narcotics Reports. Upon receipt of a Narcotics Report, ISD shall:

- Determine which Department entity is handling the investigation;
- Review each Narcotics Report for completeness and assign a (DR) number;
- Enter all applicable information from the Narcotics Report into the Narcotics Activity Reporting Control System (NARCS); and,

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 4, 2012**

- Retain a copy of the Narcotics Report, and forward the original to the concerned Area GIT OIC.

Note: Any additional Narcotics Reports completed for the same location that include additional information shall be marked "Follow-up" and shall have the same DR number as the original Narcotics Report.

GANG IMPACT TEAM, OFFICER IN CHARGE, RESPONSIBILITIES. A GIT OIC, after receiving a Narcotics Report shall:

- Immediately review the Narcotics Report and forward it to the NED OIC for investigation;
- Review and approve each completed Narcotics Report; and,
- *Return the completed Narcotics Report to the investigating NED for filing and storage for future reference.*

GANG AND NARCOTICS DIVISION (GND) AND AREA NARCOTICS ENFORCEMENT DETAIL (NED), OFFICER IN CHARGE (OIC), RESPONSIBILITIES. After receiving a Narcotics Report, the GND or Area NED OIC shall:

- Immediately review and assign the Narcotics Report for investigation;
- Ensure that an entry in NARCS indicates the investigating officer's name and the due date;
- After the conclusion of the investigation, review the completed Narcotics Report;
- *Approve the completed Narcotics Report prior to closing out the report in the NARCS database;*
- Ensure that NARCS is updated with any additional information from the completed Narcotics Report;
- *Approve the completed Narcotics Reports within seven calendar days from when the investigation was closed and submitted by the investigating officer;*
- *Area NEDs shall retain the completed Narcotics Report, file and store for future reference; and,*
- *Once the Form 03.19.00 has been closed in the NARCS system, GND shall print and file a copy of the Form 03.19.00 face sheet.*

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 4, 2012**

GANG AND NARCOTICS DIVISION (GND) AND AREA NARCOTICS ENFORCEMENT DETAIL (NED) OFFICER'S RESPONSIBILITIES. After receiving a Narcotics Report for investigation, the *GND or NED* investigating officer shall:

- *When possible, the 03.19.00 investigation shall be completed and properly closed out within 45 calendar days; if not completed within 45 calendar days, extension(s) may be granted in accordance with the procedures detailed below in the Narcotics Report Investigation Time Limit section;*
- When known, conduct an interview of the complainant and witnesses, as soon as practicable;
- Complete the Investigator's Checklist Section on the Narcotics Report;
- Identify all known suspects, and record pertinent information about them;
- List the date and time of each investigation at the concerned location, and the work hours expended on each narcotics investigation;
- Conduct a minimum of three field investigations to determine if the narcotics activity is taking place, and if those investigations fail to substantiate the activity, close-out the investigation as Unfounded;
- Complete an additional Narcotics Report (follow-up) if the original investigation is not completed within 45 calendar days after being assigned;
- Upon completion of the investigation, record the close-out classification; and,
- Obtain supervisory review and approval for the completed Narcotics Report.

NARCOTICS REPORT INVESTIGATION TIME LIMITS. Investigating officers shall have 45 calendar days from the date the Narcotics Report is assigned to them to complete and close-out the investigation. When a narcotics investigation is not closed out within 45 calendar days after being assigned, the investigating officer shall complete an additional Narcotics Report (follow-up), using the same DR number, and comply with those procedures outlined in the Form Use link applicable to Form 03.19.00 in the LAPD E-Forms. The concerned Area GIT OIC may grant one additional 45 calendar day extension. *A second 45-day extension may be authorized by the Bureau GIT lieutenant. Any extension beyond that would require GND approval.*

Note: Extensions may be granted for particularly complex narcotics investigations (e.g., investigations requiring extended surveillance, resources, etc.), and investigations that are unavoidably delayed (e.g., due to higher priority investigations, Department Mobilizations, or Unusual Occurrences, etc.).

The remainder of this section remains unchanged.

FORM USE LINK ON E-FORMS
Revised by Special Order No. 4, 2012

03.19.00 NARCOTICS REPORT, FORM 03.19.00.

03.19.00-01 Use of Form. This form shall be used by officers to report the existence of narcotics activity reported to or observed by an officer, except when an arrest is made at the time of the violation. Additionally, this form shall be used to report narcotics conditions outside the City which come to the attention of officers of this Department.

03.19.00-10 Completion - General. The Narcotics Report shall be completed in the following manner:

- All known information relative to suspects, location, time, type of activity, and methods of operation shall be included.
- When the Narcotics Report is used to report narcotics conditions outside the City, the word "Outside" shall be substituted for "Area" and shall also be written above the DR number. The Commanding Officer, *Gang and* Narcotics Division, shall forward the narcotics information to the concerned law enforcement agencies.
- The officer's name, serial number, and unit shall be provided to the *Investigative Support Detail (ISD)*, *Gang and* Narcotics Division, when requesting a "Narcotics DR Number." The type of violation and the location shall not be given.

Note: The ISD is closed *from 1600-0600 hours*. Narcotics reports completed between these hours shall be left with the watch commander, who will arrange for the procurement of the DR number.

- Violations at different locations shall be reported on separate Narcotics Reports bearing separate DR numbers.
- In cases when a Narcotics Report and a crime report are taken for the same offense, a Narcotics DR number shall be obtained for the Narcotics Report, in addition to the DR number for the crime report. These DR numbers shall not be cross referenced on related reports.
- When narcotics and vice activities are complained of at the same location, the Narcotics Report, Form 03.19.00, shall be completed and the vice activity shall be included in the narrative portion of the report. The narcotics activity shall be investigated by narcotics investigating officers; if the vice condition continues to exist at the conclusion of the narcotics investigation, the concerned investigating officer shall complete a Vice Report, Form 03.18.00, including the vice information. A vice DR number shall be obtained and the Form 03.18.00 distributed in the appropriate manner.

FORM USE LINK ON E-FORMS
Revised by Special Order No. 4, 2012

03.19.00-12 Completion - When Used as a Follow-Up to Original Narcotics Report, Form 03.19.00. When a narcotics investigation is not closed out within 45 calendar days after being assigned, the investigating officers shall:

- Complete an additional Form 03.19.00 using the same DR number. *Extension (s) may be granted in accordance with the procedures detailed in the Manual Section 4/258.17, Reporting Narcotic Activity, under the Narcotics Report Investigation Time Limit section.*
- List the date and time of each investigation at the concerned location and the work hours expended on each narcotics investigation during the preceding 45 calendar days.
- When known, conduct an interview of the complainant and witnesses.
- Identify all known suspects and record pertinent information about them.
- Record miscellaneous information, such as DMV and utility check information.

03.19.00-14 Completion - When Status of the Case is "Closeout." When the status of the case is "closeout," the Narcotics Report shall contain:

- When known, the exact street address of the alleged violation, if not included on the original Form 03.19.00.
- The identity of all known suspects.
- The name of the establishment involved, if any.
- When the complainant is reinterviewed, the name and address of the complainant, if not included on the original Form 03.19.00.
- The "Investigator's Checklist" completed for the closeout.
- A brief summary of the entire investigation.
- The reason for closeout, if not adequately covered by checking "Reason for Closeout" box.

03.19.00-15 Completion of Narcotics Report, Form 03.19.00, When Abatement Proceedings are Initiated. When a narcotics complaint reported on a Narcotics Report, Form 03.19.00, results in the initiation of an abatement proceeding, the investigating officer shall immediately complete a Narcotics Report, Form 03.19.00 (Closeout), using the "Closed by Abatement" category, stating, "closed pending abatement" in the narrative. A Narcotics Report, Form 03.19.00, shall be completed quarterly from the date the abatement procedure is initiated, until the case is concluded.

Note: Before abatement proceedings are initiated, Gang and Narcotics Division personnel shall contact the Vice/Narcotic Civil Abatement Coordination Team. Upon conclusion of abatement proceedings, a Narcotics Report, Form 03.19.00, (follow-up) shall be completed to summarize the final results of the investigation.

FORM USE LINK ON E-FORMS
Revised by Special Order No. 4, 2012

03.19.00-80 Distribution - General.

- 1 - *Original*, Officer in Charge (OIC), concerned Area Gang Impact Team (GIT).
- 1 - *Copy*, forward to Investigative Support Detail (ISD), *Gang and* Narcotics Division (GND).

2 - TOTAL

03.19.00-82 Distribution-"Outside."

- 1 - *Original*, *investigating* Narcotics Enforcement Detail.
- 1 - *Copy*, Department Narcotics Coordinator.
- 1 - *Copy*, Gang Impact Team.

3 - TOTAL, plus

- 1 - *Copy*, Commanding Officer, Detective Support and Vice Division, when report contains information relative to both vice and narcotic activities.

03.19.00-83 When the Suspect is a Juvenile.

- 1 - *Original*, *ISD*, *Gang and* Narcotics Division.
- 1 - *Copy*, Gang Information Section.

2 - TOTAL

03.19.00-84 Distribution - When Used as a Follow-up or Closeout.

- 1 - *Original*, *investigating* *NED*.
- 1 - *Copy*, Concerned Bureau *GIT OIC*.

2 - TOTAL

Note: For each distribution, all copies shall be forwarded in plain, sealed manila envelopes. The reporting officer shall be responsible for the security of the information during the reproduction and distribution of the Narcotics Report.